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DD/M&S 73-3306

17 August 1973

MEMORANDUM FOR: AC/Plans, Programs Branch/OS
SUBJECT : Management Conference Status Reports
REFERENCE : DD/M&S Administrative Instruction
No. 73-17, 13 July 1973

Your cooperation is requested in correcting the following minor procedural problems surfaced to date.


1. All milestones of an action plan should be displayed in the status report. This gives all conference participants a perspective on what is yet to come given what already has been accomplished.

2. It is requested that objectives reported on in the status report be numbered and tabbed. This saves time during the conference, enabling us to easily flip to the objective under discussion.

3. Please submit four copies of the status report to the Plans Staff five working days before the conference, one for each O-DD/M&S participant.

4. Plans Staff erred in assigning Chief, Plans Staff's employee number in the CL BY indicator in the lower right hand part of the sample formats attached to reference Administrative Instruction. You should classify your own documents at the level justified.

STAT


Chief, DD/M&S Plans Staff

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